



CERTIFICATE OF CORRECTION SUBMITTAL CHECKLIST E-3

Development Services

Engineering Department

1635 Faraday Avenue

760-602-2750

www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

City Project No. _____ City Project Name _____

City Drawing No. _____ City Project Engineer _____

PLEASE NOTE:

- To ensure the timely processing of Certificates of Correction in the city, applicants should check their submittal packages for completeness and compliance to the following checklist. Applicants are required to acknowledge completeness by initialing the spaces provided for each item. City staff will inventory these items upon submittal.
- All items listed are required to be submitted unless an item is specifically marked "N/A" and initialed by the city project engineer.
- The most current version of the forms required below may be printed from the engineering page of the City of Carlsbad's web site at www.carlsbadca.gov/engineering/index.html. Submittals may be rejected if current forms are not used.

THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

- ☐ 1. This submittal checklist
- ☐ 2. Transmittal letter from the engineer or surveyor of work listing all items being submitted (Distribution: original to file, copy to planchecker)
- ☐ 3. Completed and signed city Engineering Plancheck Application form (Distribution: original to file, copy to planchecker)
- ☐ 4. Original and one copy of a letter from the engineer or surveyor of work listing all requested corrections and providing justification for each correction requested per Chapter 3, Article 7 of the Subdivision Map Act or section 8770.5 of the Land Surveyor's Act (Distribution: original to file, copy to planchecker)
- ☐ 5. One original and two copies of the city's Certificate of Correction form (8 1/2" X 11") completed and signed by the engineer or surveyor of work (with attachment Plat (one original and two copies), when necessary, signed and sealed by the engineer or surveyor of work) to illustrate the corrections made. (Distribution: original and one copy to planchecker, one copy to file)
- ☐ 6. One copy of Recorded Map (Distribution: planchecker)
- ☐ 7. Two sets of Traverse Calculations or mathematical calculations (when required) signed and sealed by the engineer or surveyor of work. (Distribution: one to planchecker, one to file)
- ☐ 8. Processing fee (The current fee schedule may be viewed on the city's web site at www.carlsbadca.gov/engineering/index.html)

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____

COMMENTS _____

